**Medical Provider Guide to the Washington State Department of Health Electronic Death Registration System (EDRS)**

**For Medical Providers:** This guide will help you review, edit, or enter cause of death information in EDRS.

**Log into EDRS:** Go to the EDRS website, www.edrs.doh.wa.gov and enter your login ID and password, then click Log In.

**Enter Cause of Death Information:**

1. Select the record you want to review by clicking on the **decedent's name**.

2. You will be directed to the **Cause of Death** tab to enter information in the cause of death worksheet.

3. Enter information in cause of death worksheet. All fields with an asterisk must be completed unless there was no injury, then leave the **injury section** blank, or if there was not an **additional practitioner** involved, leave that section blank. If you do not know the answer for a section, you can select **Unknown**.

4. If you do not have all the information you can save the record by clicking on Save and continue filling out the record later.

5. The **Chain of Events** section is critical. The items listed in this section should present a clear sequence, with details that provide the cause of death, as it is understood.
   a. **Box A** – list the most recent condition that led to the individual's death. You can approximate the **Intervals between Onset and Death**.

   b. **Boxes B, C, and D** – List the sequences of conditions that resulted in the immediate cause of death. You can approximate the **Intervals between Onset and Death**.

   c. **Other Significant Conditions Contributing to Death** – List additional conditions which existed and contributed to, but did not result in death.

6. When the cause of death section is complete click on Spell Check and replace suggested words, abbreviations, and acronyms as appropriate. Spell check is required before approval.

7. Once spell check is complete click on Submit for Approval. A message box will appear letting you know if the record was successfully submitted or if there are items you need to re-visit. To continue click on OK.

   **Note:** This approval checks to make sure information has been entered in all the required fields, it is not the final approval.

8. **Final Approval:** After you select submit for approval and there are no issues the screen will expand and ask for the **Medical Certifier Approver Information**. Check the box next to "**I, Your Name, approve the content of this section of the death certificate. To the best of my knowledge, death occurred at the time, date, and place and due to the cause(s) and manner stated"** and click on Approve and a confirmation window will appear. To continue click on OK.

   **Note:** The final approval on the **Cause of Death** section is not complete until you check the box next to your name and select Approve and Ok.

   If you are not an Approver, you will be able to enter the **Cause of Death** information and save the record, but you will not see the final approval screen.

9. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.

## Record Referred to the Medical Examiner/Coroner:
1. Select the record you want to review by double-clicking on the **decedent's name**.

2. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.

## Edit Cause of Death :
1. Select the record you want to review by double-clicking on the **decedent's name**.

2. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.